Important Dates 2012-2013

FALL

September 4

- ***EPSB LEAD reporting system activated***

November 1

- ***Deadline to digitally sign-off on your Fall report to fully submit it***

SPRING

January 15

- ***EPSB LEAD reporting system activated***

February 28

- ***Deadline to digitally sign-off on your Spring report to fully submit it***

March 1 – 31

- ***HQ report tool will be available***
- ***NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report***

Pacing Timeline 2012-2013

FALL

September 21	• Have first upload of export file completed by now • Run the 1st Preliminary Audit Report
September 28	• All "Staff Warnings" (incorrect SSN, no courses) should be resolved • Give staff listing pages of full report to schools for verification
Ongoing	• Have schools make assignment and content corrections at the school level • Continue to export and upload to EPSB as necessary • Always re-run the Preliminary Audit Report to see the newest updates
October 5	• MUNIS data should begin to appear • ***DO NOT sign off until MUNIS data is in your report.***
October 8	• Have most edits completed
October 10	• Consult with your district KTIP coordinator if you have outstanding SOE errors ***(KTIP deadline 10/15)*** • Give full reports to school level administration for verification
October 22	• Recommended deadline for switching from editing at the local level to editing online only
November 1	• ***Deadline to digitally sign-off on your report to fully submit it***
November – January	• Update and verify roles in Kentucky Educator Certification Inquiry (KECI) o EPSB will auto-update the role of teacher • Continue to pre-populate HQ status boxes in the SIS. Use the online HQ calculator as necessary • Have principals carefully review Full Data reports prior to Spring LEAD

Pacing Timeline 2012-2013

SPRING

January 28	• Have first upload of export file completed by now • Run the 1st Preliminary Audit Report
February 4	• All "Staff Warnings" (incorrect SSN, no courses) - should be resolved • Give staff listing pages of full report to schools for verification
Ongoing	• Have schools make assignment and content corrections at the school level • Continue to export, and upload to EPSB as necessary • Always re-run the Preliminary Audit Report to see the newest updates
February 11	• Have most edits completed • Consult with your district KTIP coordinator if you have outstanding SOE errors _**(KTIP deadline 2/15)**_
February 15	• Get full reports to school level administration for verification
February 21	• Recommended deadline for switching from editing at the local level to editing online only
**February 28**	• _**Deadline to digitally sign-off on your report to fully submit it**_
March 1 – 31	• HQ report tool will be available • _**NOTE: Principals will NOT be able to access the HQ Reporting Tool via EPSB website until the district LEAD coordinator has signed off on the LEAD report**_